

ANGUS COUNCIL

RECREATION & CULTURAL SERVICES COMMITTEE – 16 JANUARY 2003
AND
FINANCE AND INFORMATION TECHNOLOGY COMMITTEE – 28 JANUARY 2003

MUSEUM COLLECTIONS MANAGEMENT SYSTEM

REPORT BY THE DIRECTORS OF LEISURE SERVICES AND INFORMATION TECHNOLOGY

ABSTRACT

This report recommends the purchase of a Museum Collections Management System which will enable greater public access to museum records.

1. RECOMMENDATIONS

It is recommended that the Committees agree to:-

- a) purchase a Museum Collections Management System
- b) exempt the contract from the usual arrangements in view of the specialist nature of the service (Financial Regulation 16.1.3b (ii))

2. BACKGROUND

The Museums Collections are all catalogued using a manual system involving day books, accessions registers and card indices. An attempt in the past to produce a computerised catalogue using the library Dynix system was not very successful. The Dynix system was a modified library catalogue which was slow and cumbersome, and did not meet the SPECTRUM standard for museums.

Angus Council achieved Museum Registration Phase 2 for all seven of its museums (Report 60/02), but the Registration panel "expected progress to be made to complete documentation by the backlog timetable plan of December 2006 following the installation of a full collections management system".

The Recreation and Cultural Services Committee of 17 January 2002 instructed the Acting Director of Cultural Services to take account of these areas for improvement, and to build them in to the Cultural Services Plan.

Following the merger of the Cultural Services and Recreation Services departments on 1 February into a Leisure Services Department, discussions were held with the Information Technology Department, and a Leisure Information Strategy was produced, which included the purchase of a Museum Collections Management System as a priority.

In view of the specialist nature of the service it was considered that the contract was exempt from the usual arrangements as permitted in the Council's Financial Regulations (16.1.3b (ii))

Discussions with the National Museums of Scotland Documentation Adviser followed, and three companies were invited to demonstrate their systems and provide quotations for the supply of software, services and annual maintenance. From this, Adlib emerged as the preferred candidate, not only being the most cost-effective in the longer term, but also having the distinct advantage of being the system used by the National Museums as well as neighbouring museums including Dundee and members of the Angus Museums and Heritage Forum.

A project plan was drawn up which included the purchase of the Adlib system to be accessed from all four of our staffed museums. This would be web-enabled to permit greater public access to our collections information. A site licence for the SPECTRUM standard, four PC's and a server unit would also be purchased.

This costed plan was submitted in September to The Scottish Museums Council seeking grant aid. They have now responded favourably, and are prepared to offer 50% towards the project purchase costs.

3. FINANCIAL IMPLICATIONS

The project purchase costs of £21,757 will be offset by a 50% grant of £10,878 from the Scottish Museums Council and the balance will be met from the IT R & R fund. Leisure Services will meet the annual maintenance costs of £1,131 from their revenue budget.

4. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications arising from the content of this report.

5. CONSULTATION

The Chief Executive, the Director of Law and Administration and the Director of Finance have been consulted in the preparation of this report.

JOHN R ZIMNY
DIRECTOR OF LEISURE SERVICES

BACKGROUND PAPERS

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.